Departments of the Army and the Air Force ***NGR 385-5**
National Guard Bureau
Arlington, VA 22202-3231
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Safety

AVIATION SUPPORT ACTIVITY ACCIDENT PREVENTION SURVEY (ASAAPS) PROGRAM

By Order of the Secretaries of the Army and the Air Force:

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History. This printing supersedes the 23 February 2001 version of National Guard (NG) Regulation (NGR) 385-5, which completely replaced the former Regional Accident Prevention Survey (RAPS) program. This revision serves only to convert the document to a format consistent with Department of the Army (DA) Pamphlet (Pam) 25-40 (Administrative Publications: Action Officers Guide), and makes no substantive changes to the program otherwise.

Summary. This document supersedes the 23 February 2001 version of NGR 385-5, which superseded the 1 November 1990 version - completely replacing the former RAPS program. It includes the mechanism for continual evaluation of the ASAAPS Team schedule and an update of the ASAAPS Checklist procedures. Individual duties and responsibilities, requirements for its use, and survey reporting instructions are described in NGR 385-10 (Army National Guard Safety and Occupational Health Program).

Applicability. This regulation applies to all affected soldiers, civilians, technicians, and contractors assigned, attached, Operationally Controlled (OPCON'd), or performing contracted services for/to the Army National Guard (ARNG) - to include subordinate elements assigned under (the) Operational Support Airlift Agency (OSAA)/Operational Support Airlift Command (OSACOM). Except for authority to use the referenced ASAAPS Checklist, this regulation does not apply to activated or mobilized Units.

Proponent and Exception Authority. The proponent of this Regulation is the Chief, NGB-AVS. The proponent has the authority to adjudicate, interpret, and approve exceptions to this regulation that are consistent with controlling law(s) and regulation(s). Survey questions in this regulation (or the accompanying ASAAPS Checklist) are not intended to supersede the regulation(s) from which they were derived.

Management Control Process. This regulation is subject to the requirements of Army Regulation (AR) 11-2 (Management Control). It contains management control provisions and a checklist for conducting management control reviews; which were published under a separate cover. Performance of an AR 11-2 review (of this document) should be limited to those non-checklist provisions within this document, since each requirement within the (accompanying) ASAAPS Checklist(s) themselves are subject to review separately.

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* This regulation supersedes NGR 385-5, 23 February 2001.

Supplementation. Supplementation of this regulation is prohibited without prior approval from the Chief, National Guard Bureau, ATTN: NGB-AVS, 111 South George Mason Drive, Arlington, VA 22204-1382.

Suggested Improvements. Users are invited to send comments or suggested changes on DA Form 2028, (Recommended Changes to Publications and Blank Forms), to Chief, National Guard Bureau, ATTN: NGB-AVS-SA (ASAAPS), 111 South George Mason Drive, Arlington, VA 22204-1382.

Army Performance Improvement Criteria (APIC). Units/Facilities participating in APIC, or like voluntary programs discussed in AR 5-1 (Army Management Philosophy), and AR 5-4 (Department of the Army Productivity Improvement Program), may utilize Appendix B of this regulation.

Impact on Unit Manning System. This regulation does not contain policies that affect the Unit Manning System.

Restrictions. Approved for public release; distribution unlimited. Local reproduction is authorized and encouraged.

Distribution. A-C (reference AR 25-30 [The Army Publishing and Printing Program], paragraph 12-7).

Contents (listed by paragraph number).

(Regulation text continued on next page.)

1. General.

1-1. Purpose. This regulation establishes procedures for the conduct of the ASAAPS Program. NGR 385-10 prescribes policies, duties, and responsibilities for planning, organizing, coordinating, and controlling the ASAAPS Program throughout the ARNG.

1-2. References. Policies, procedures, and regulatory criteria cited throughout are delineated in Appendix A of this document.

1-3. Explanation of Abbreviations and Terms. Abbreviations and special terms used in this regulation are listed in the Glossary. Also see abbreviations and special terms listed in the Glossary of AR 95-series, NGR 95-210 (Army National Guard: General Provisions and Regulations for Aviation Training), and 29 Code of Federal Regulations (CFR) Part 1910, (Occupational Safety and Health Standards).

1-4. Responsibilities. This regulation is modeled in a process flow format. As such, specific responsibilities for administration of this accident prevention program are delineated throughout, rather than consolidated. Actions for the following agencies/organizations are delineated: ARNG; OSAA; OSACOM; NGB-AVS; NGB-AVS-S; NGB-AVS-SA; RAID; AVCRAD; AATS; ATS; Army Aviation Support Facility (AASF); Surveying Teams; Surveyed Teams; and Supported Units. Additionally, actions for the following personnel (by function) are delineated: Chief, National Guard Bureau (NGB) (CNGB); Individual ASAAPS Team members (including a Team Chief, Operations Specialist, Training Specialist, Maintenance Specialist, Safety Professional, Occupational Safety and Health [OSH] Specialist, Aviation Safety Officer [ASO], and Aviation Life Support Equipment [ALSE] Specialist); Facility Commander; State Army Aviation Officer (SAAO); Facility Safety Officer; Supported Unit Commander(s); and key Unit personnel.

2. ASAAPS Policy and Program Objectives.

2-1. Explanation of ASAAPS Policy, Philosophy and Program Objectives. The ASAAPS Program is a stand-alone process that consists of an (annual) accident prevention survey of each ARNG Aviation Facility utilizing the accompanying ASAAPS Checklist(s) delineated/referenced in this regulation (also see paragraph 3-2 of this regulation regarding schedule adjustment). There is no stated or implied relationship between this program, and those performed under NG Pam 11-1 (Command Logistics Review Program [CLRP]), NGR 750-51 (Command Maintenance Evaluation Team [COMET]), or the Aviation Resource Management Survey (ARMS), as performed by the U.S. Army Forces Command (FORSCOM). When integrated into the larger Safety Program, an accurate safety posture assessment of the facility is possible. However, ASAAPS is not an *inspection* using Pass/Fail criteria. Instead, the ASAAPS provides a data collection opportunity/vehicle and a mutual exchange of ideas and managerial concepts, and enhances working relationships between aviation facilities to promote safety awareness.

a. Policy. The appendices in this regulation (and accompanying ASAAPS Checklist) are based on: Inclusion of the present-and-contributing factors in Class A through C accidents for a floating ten-year period; a floating five-year history of Department of Labor (DOL) citations in Department of Defense (DoD) facilities and installations; a *worst-of* list of DoD causes of time-lost injuries for the floating last five years; and a floating five-year history of chronic/recurring deficiencies in ARMS, COMET, and CLRP surveys and inspections. This does not imply that ASAAPS is only a *look back*. New regulations and laws are reviewed and considered for inclusion in ASAAPS as a manner of giving the greatest lead-time for compliance. Likewise, *near misses* and lesser-class accidents are evaluated for trends, and considered for inclusion to stave the next accident. With the ability to measure items that are not yet regulatory, ASAAPS fulfils a unique role in data collection.

b. Philosophy. Regardless of the outcome of the survey, no Facility is *accident proof.* ASAAPS, like all such programs, only provides insight at selected areas and disciplines; and even the most inspection- or survey-ready Facility must still remain constantly vigilant in accident prevention. Conversely, an underwhelming performance in an ASAAPS does not imply a Facility is doomed to experience an accident.

c. Objectives. The single most important objective of the ASAAPS Program is to provide a process for Accident Prevention within the ARNG Aviation community. Additionally, it provides significant standardization and training for both the Surveyed and Surveying Facilities.

d. ASAAPS, like most programs of this sort, is designed to collect data, at local and varying levels of command, in a usable format. This data is used to treat individual problems, in addition to enabling the composition of adverse trends and their associated causes. At the local level, and through the highest DoD level, this data is used to provide (justification for) promeasures and countermeasures (to deficiencies in the Accident Prevention program) to ultimately preclude the next accident. Integral to this process is the dedication of resources – personnel, materiel, or monetary – and the gained ability to effectively forecast Accident Prevention program budget requirements.

3. ASAAPS Procedures.

3-1. ASAAPS Schedule. NGB-AVS-SA shall publish a schedule (on-line in the Safety Menu [and Aviation Safety sub-menu] at http://www.arng.ngb.army.mil) of ASAAP Surveys that allows facilities to plan their participation in the program at least 120 days prior (so as to not impinge training calendar lockouts). This schedule shall take into account the predominant aircraft and mission performed by each Facility, and pair such Facilities logically in terms of which Facilities will perform the surveys and which will be surveyed. This schedule shall be published on-line by NGB-AVS-SA.

3-2. Adjustments to the schedule are at the discretion of NGB-AVS-SA. Adjustments to lengthen or shorten intervals between ASAAPS may be warranted to accurately reflect the degree of monitoring necessary for a given Facility's Accident Prevention Program. Such adjustments will be made using Statistical Process Control (SPC)-like methodologies, and include prior consultation with the affected Facility. Under a separate Letter of Instruction (LOI) published by NGB-AVS-SA, the following weighted factors shall be considered in lengthening or shortening ASAAPS intervals: a) Total (accurate) accident rates of the Facility and its supported Units; b) results of previous ASAAPS and other major inspections (e.g., ARMS, COMET, CLR, State-directed); c) pending training (e.g., Combat Training Center [CTC]) or deployment rotations of the Facility's supported Units; d) after-action recommendations from previous exercises or deployments of the facility's supported Units; e) Safety Perceptions (or like tools that measure the safety and command climates in a given organization) Survey results; f) quality and timeliness of accident reports; and g) other relative factors. Increments for lengthening or shortening of ASAAPS intervals shall be made in quarters (three-month calendar blocks). Facilities shall be subjected to not more than one ASAAPS in a six-month period, and not less than one ASAAPS each three years.

3-3. ASAAPS should be scheduled opposite from other major inspections/surveys (e.g., the ARMS, as conducted by FORSCOM) to minimize impact on the Surveyed and Surveying Teams, and to preclude extended periods of minimized emphasis on the subject areas covered by the survey. Although it may be scheduled as a sort of "pre-ARMS", or even conducted during an ARMS, ASAAPS best serves the command if it is understood to be a detailed examination of the accident prevention process – rather than a dress rehearsal for a wide-spectrum evaluation such as the ARMS. Specific dates for the survey within a given fiscal year (or other period, as lengthened or shortened by NGB-AVS-SA) shall be coordinated between the two affected Facilities. Notification of selected dates shall be forwarded to NGB-AVS-SA at least 30 days prior to conduct of the survey, to facilitate scheduling of any NGB-AVS activity required (see paragraph 5 below).

3-4. ASAAPS Teams. A model ASAAPS Team consists of a Team Chief and at least the following specialists: One Operations/Training, two Maintenance, two Safety (one Safety and Occupational Health [SOH] Specialist, and one ASO), and one ALSE Specialist. Travel, time and special considerations may result in modifying the team composition. The use of Traditional Guardsmen as team members is authorized. Reference Appendix C for methods of employment, and typical assignments, for each ASAAPS Team member.

3-5. Conduct of the Survey.

a. Appendix C (of this regulation or accompanying ASAAPS Checklist) will be completed by the surveyed/host organization, and provided to the surveying organization no later than (NLT) 15 working days prior to the scheduled survey. A copy of the previous ASAAPS (or former RAPS), *and* previous major inspection/survey results should be included with the Appendix C submission. Use of these two inclusions shall only be used to expedite the process of verifying that previously detected systemic deficiencies have been addressed, and the correct resources are being (or have been) dedicated to their remedy. As with all such information, appropriate safeguards shall be employed to prevent use of the data for anything other than accident prevention purposes. To assist in the performance of the ASAAPS, a separate ASAAPS Checklist is available online, as maintained and published by NGB-AVS-SA. The ASAAPS Checklist provides detailed instruction and explanations that serve to enhance the training and standardization opportunities afforded by the ASAAPS.

b. The survey will begin with a formal Entrance Briefing (Appendix D) to introduce Survey Team members to the host personnel, facilities and organization. Significant events or problems currently identified at the Facility will be briefed to the Survey Team members at this time. Commanders and key personnel of Units and organizations supported by the Facility shall (be invited to) attend this inbrief, and participate fully in the ASAAP Survey.

c. The Surveying Team will accomplish the survey using Appendix E, and those other applicable appendices of this regulation and the ASAAPS Checklist. All items may not be relevant to/for a particular ARNG Aviation Facility. Each question/item in this regulation, and the ASAAPS Checklist, must be based upon a regulatory requirement (i.e., a shall, will, or must, as taken directly from the regulation, pamphlet, manual, bulletin, or other published criteria).

d. Appendix F of this regulation is comprised of questions in 12 sections. The ASAAPS Checklist provides in-depth detail of questions, discussion, and references for consideration in each subject area.

e. The Surveying Team will validate the most recent version of the ASAAPS Checklist and messages within 30 days prior to commencing the survey, by reviewing the Safety Menu (Aviation Safety sub-menu) of the NGB-AVS-S website at http://www.arng.ngb.army.mil. The survey checklists posted to the website should follow the same process flow as that published in the current edition of this document. Revisions to the ASAAPS Checklist shall be performed at least annually, using the criteria in paragraphs 2-1a and 3-5c of this regulation. Revisions entailing a change of more than ten percent of the ASAAPS Checklist (in any single revision) require a revalidation of this regulation by NGB-AVS-SA. Should this revalidation evident a change to the regulation is warranted, NGB-AVS-SA shall revise and perform formal coordination and revision to this regulation. No revision to the ASAAPS Checklist may change the intent or criteria of this regulation without formal revision to, and approval of (changes to), this regulation.

f. When the survey is completed, a formal Exit Brief (Appendix J) will be presented. In addition to direct participants in the ASAAPS, Commanders and key personnel from Units or organizations *supported by* the Facility shall be invited to attend the Exit Brief. One copy of the completed Survey Results (Appendix I), and a copy of the completed Checklist, with be sent directly to NGB-AVS-SA. A second copy of the completed Survey Results (Appendix K), and the completed Checklist, will be given to the (surveyed) Facility Commander. The Facility Commander will ensure that hazards noted by the ASAAPS Team Members are placed on the Facility Hazard Log (HAZLOG). The Facility ASO may also post potential hazards to the HAZLOG. Within 15 business days of completion of the survey, the surveyed Facility Commander shall ensure forwarding of copies of the completed Exit Brief and Survey Results, and a copy of the completed Checklist, to their SAAO and the Commander of each Unit/organization *supported by* the Facility. Retention of a copy by the Surveying Team is (also) authorized (see paragraph 4-1 below).

g. The Surveying Team will provide telephonic, facsimile or email notification to NGB-AVS-SA of the survey dates. This information will be included in the ASAAPS database and maintained by the ARNG SOH Branch, Aviation Safety Section.

h. A copy of the ASAAPS results (example Appendix K), including the Checklist, will be forwarded directly to: Chief, National Guard Bureau, ATTN: NGB-AVS-SA (ASAAPS), 111 South George Mason Drive, Arlington, VA 22204-1382, by the Surveying Team Chief within 15 working days of completion of the survey. To expedite data processing for trend analysis and Reserve Component Automation System (RCAS) loading, this data shall be transmitted by email or disk/diskette/zip-disk. Accompanying this correspondence will be a completed ASAAP Surveying Team Debrief (reference Appendix L).

i. Additional guidance on the conduct of the ASAAPS is in Appendix E.

4. Reports and Other Program Implementation.

4-1. Reports. An informational copy is authorized to be submitted to the SAAO and/or Facility Commander of the Surveying Team for application of lessons learned within the resident Facility/State of the Surveying Team. Also reference paragraph 3-5f for other distribution. Respect must be given to potential sensitivity of this raw data, and its use is limited to accident prevention purposes only. This admonishment also applies to Commanders of Units/organizations supported by the Facility who have received a copy following the Exit Brief, as discussed in paragraph 3-5f above.

4-2. Reconnaissance and Interdiction Detachments (RAIDs). ASAAPS Teams will survey RAID operations at the surveyed Facility. Surveys of RAID operations will utilize the RAID checklist found in Appendix G for that portion of the Survey (in addition to the applicable portions of Appendices C and F).

4-3. Aviation Classification Repair Activity Depots (AVCRADs). The four AVCRADs will conduct surveys in accordance with the published on-line schedule. NGB-AVS-S will provide a Survey Team member, as needed.

4-4. OSAA/OSACOM. ASAAPS Teams will (also) survey OSACOM operations at the surveyed Facility. Surveys of OSACOM operations will utilize the OSACOM aviation survey found in Appendix H, in addition to those applicable portions of Appendices C and F. A copy of the completed checklist for OSACOM operations will be forwarded from the surveyed Facility Commander to the OSACOM Detachment Commander.

4-5. ARNG Aviation Training Sites (AATSs). When the AASF at Annville, PA is surveyed, the Eastern AATS (EAATS) will also be surveyed. When the AASF in Marana, AZ is surveyed, the Western AATS (WAATS) will be surveyed.

a. The ASAAP Survey Team will be supplemented by two personnel from the adjoining surveying AATS. The AATS personnel will survey the Operations and Safety functions at the AATSs.

b. The Team Chief will liaise with NGB-AVS-S and the AATS to coordinate survey dates and supplemental personnel.

c. The AATS will fund the per diem for their personnel.

d. All AATSs should be surveyed by AATS personnel, due to the unique nature of AATS operations.

e. Surveys of the High Altitude AATS (HAAATS) and Fixed Wing AATS (FWAATS) shall be included in the on-line schedule by NGB-AVS-SA.

f. NGB-AVS-S will provide a Survey Team member, as needed.

4-6. Air Traffic Services (ATS) Facilities. The 16 ATS Facilities in the National Guard System will coordinate scheduling by and between one another by reference to the centralized published ASAAPS schedule as discussed above. Each ATS Facility shall be surveyed in accordance with (IAW) this regulation. Due to the unique operations in the ATS environment, the specialized checklist in Appendix I shall be utilized (in addition to those pertinent questions throughout Appendices C and F).

5. Additional Uses of the ASAAPS Checklist.

5-1. The ASAAPS Checklist is compatible with the RCAS SOH Subsystem for tracking and data management of Safety compliance requirements and issues.

5-2. Use of the ASAAPS Checklist satisfies the requirements for the conduct of an Aviation Accident Prevention Survey (AAPS), as required in AR 385-95 (Army Aviation Accident Prevention), paragraph 3-2a; and NG Pam 385-95 (Army National Guard [ARNG] Aviation Accident Prevention Plan), paragraph 2-1a, whether conducted internally, or by a surveying team. When used as an internal AAPS, augmentation with items of local or additional command emphasis is authorized and encouraged.

5-3. Use of the ASAAPS Checklist likewise satisfies the AAPS requirement when used by aviation organizations other than Flight Facilities (e.g., Companies, Battalions). When used in such a fashion, the term *Facility* should be supplanted with *Unit*, and other obvious adjustments made as necessary.

5-4. Commanders and key personnel of units or organizations supported by the Facility who have received a copy of the (completed) ASAAPS shall apply the lessons learned in their respective Accident Prevention programs. Facility Commanders shall provide the greatest measure of assistance possible to these supported Units in dedicating or securing resources necessary to proactively emplace promeasures and countermeasures (within their respective command) prompted by application of the ASAAPS lessons learned.

5-5. The ASAAPS Checklist is the sole checklist to be used in the conduct of an ASAAPS.

5-6. Facilities participating in APIC, or like voluntary programs as discussed in AR 5-1, and AR 5-4, may utilize Appendix B of this regulation.

APPENDIX A

Note: Internet addresses shown for access to publications are current as of publication of this regulation, and are subject to change. Always consult the publication proponent for the latest official revision or edition of the affected document.

References

Section I
Required Publications

29 CFR Part 1910
Occupational Safety and Health Standards. (Cited in paragraph 1-3; and Appendix K)
http://www.access.gpo.gov/nara/cfr/waisidx_99/29cfr1910_99.html

AR 5-1
Army Management Philosophy. (Cited in paragraph Army Performance Improvement Criteria (APIC); and Appendix B)
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/R5_1/CCONTENTS

AR 5-4
Department of the Army Productivity Improvement Program. (Cited in paragraph Army Performance Improvement Criteria (APIC);and Appendix B)
ftp://pubs.army.mil/pub/epubs/pdf/r5_4.pdf

AR 11-2
Management Control. (Cited in paragraph Management Control Process)
ftp://pubs.army.mil/pub/epubs/pdf/r11_2.pdf

AR 25-30
The Army Publishing and Printing Program. (Cited in paragraph Distribution)
ftp://pubs.army.mil/pub/epubs/pdf/r25_30.pdf

AR 385-10
The Army Safety Program. (Cited in Appendix C; and Glossary - Section II)
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/R385_10/CCONTENTS

AR 385-40
Accident Reporting and Records. (Cited in Appendix C)
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/R385_40/CCONTENTS

AR 385-95
Army Aviation Accident Prevention. (Cited in paragraph 5-2; Appendix C, and Appendix K; and Glossary - Section II)
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/R385_95/CCONTENTS

ASAAPS Checklist
(NGB-AVS-SA proponent checklist.) (Cited in paragraphs Summary, Applicability, Proponent and Exception Authority, Management Control Process, 2-1, 2-1a, 3-5a, 3-5c, 3-5d, 3-5e, 5, 5-1, 5-2, 5-3, and 5-5; and Appendices C through I)
http://www.arng.ngb.army.mil

DA Pam 25-40
Administrative Publications: Action Officers Guide. (Cited in paragraph History)
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/P25_40/CCONTENTS

DA Pam 385-40
Army Accident Investigation and Reporting. (Cited in Appendix C)
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/P385_40/CCONTENTS

DA Pam 738-751
Functional Users Manual for The Army Maintenance Management System – Aviation (TAMMS-A). (Cited in Appendix K)
http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/P738_751/CCONTENTS

FM 1-508
Maintaining Aviation Life Support Equipment. (Cited in Appendix K)
http://www.adtdl.army.mil/cgi-bin/atdl.dll/fm/1-508/toc/htm

NG Pam 11-1
Command Logistics Review Program (CLRP). (Cited in paragraph 2-1)
http://www.ngbpdc.ngb.army.mil/pubfiles/11/111.pdf

NG Pam 385-95
Army National Guard (ARNG) Aviation Accident Prevention Plan. (Cited in paragraph 5-2)
http://www.ngbpdc.ngb.army.mil/pubfiles/385/38595.pdf

NGR 95-1
ARNG Aviation: Flight Regulations. (Cited in Glossary - Section II)
http://www.ngbpdc.ngb.army.mil/pubfiles/95/951.pdf

NGR 95-210
Army National Guard: General Provisions and Regulations for Aviation Training. (Cited in paragraph 1-3)
http://www.ngbpdc.ngb.army.mil/pubfiles/95/95210.pdf

NGR 385-5
Aviation Support Activity Accident Prevention Survey (ASAAPS) Program. (Cited in paragraphs History, and Summary; and Appendix K)
http://www.ngbpdc.ngb.army.mil/pubfiles/385/3855.pdf

NGR 385-10
Army National Guard Safety and Occupational Health Program. (Cited in paragraphs Summary, and 1-1; and Appendix C, and Appendix K)
http://www.ngbpdc.ngb.army.mil/pubfiles/385/38510.pdf

NGR 750-51
Command Maintenance Evaluation Team (COMET). (Cited in paragraph 2-1)
http://www.ngbpdc.ngb.army.mil/pubfiles/750/75051.pdf

TB Med 503
The Army Industrial Hygiene Program. (Cited in Glossary - Section II)
http://chppm-www.apgea.army.mil/imo/ddb/dmd/DMD/TBMEDS/tbmed503.pdf

TB 750-25
Maintenance of Supplies and Equipment Army Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Repair Support (C&RS) Program. (Cited in Glossary - Section II)

TM 1-1500-204-23-1
Aviation Unit Maintenance (AVUM) and Aviation Intermediate Maintenance (AVIM) Manual for General Aircraft Maintenance (General Maintenance and Practices) Volume 1. (Cited in Appendix K)
http://www.logsa.army.mil/etms/find_etm.cfm

TM 5-803-7
Airfield and Heliport Planning and Design. (Cited in Appendix K)
http://afpubs.hq.af.mil/pubfiles/af/32/afman(i)32-1123/afman(i)32-1123.pdf

Section II
Related Publications. This Section contains no entries.

Section III
Prescribed Forms. This Section contains no entries.

Section IV
Referenced Forms

DA Form 285
U.S. Army Accident Report

DA Form 285-AB-R
U.S. Army Abbreviated Ground Accident Report (AGAR)

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2397-AB-R
Abbreviated Aviation Accident Report (AAAR)

DA Form 2408-14
Uncorrected Fault Record

DA Form 2696-R
Operational Hazard Report (OHR)

Section V
Websites Referenced (Other than Publications)

http://www.arng.ngb.army.mil
Subject: ASAAPS Schedule. (Cited in paragraph 3-1)

http://www.arng.ngb.army.mil
Subject: ASAAPS Checklist. (Cited in paragraph 3-5e)

(Appendix B and subsequent text continued on next page.)

APPENDIX B
Army Performance Improvement Criteria (APIC) Measurement

The APIC, the essence of which is discussed in ARs 5-1 and AR 5-4, seeks to maximize the benefit from every event and endeavor undertaken by the Facility. While ASAAPS was not originally intended to be treated as a *scorecard* event, the Facilities that have embraced the voluntary program(s) described in AR 5-1 should be afforded the opportunity to realize a measurable result of the effort.

Use of this Appendix shall be for local facility purposes and benefit only; and transmission and application of the data recorded in this Appendix shall be confined to the uses defined by each respective Facility.

Section No./ App.	TITLE	Total No. of Applicable Questions (1)	Total *Yes* Responses	Percentage *Yes* (2) Responses
1	Airfield/Facility Data			
2	Flight Operations			
3	Weather			
4	Aviation Safety Management			
5	Petroleum, Oil and Lubricants (POL) Facilities and Operations			
6	Aviation Life Support Equipment (ALSE)			
7	Aviation Medicine			
8	Aircrew Training Program			
9	Aircraft Operations			
10	Maintenance			
11	Maintenance Test Pilot Program			
12	OSHA Requirements/Work Area Criteria			
G	RAID Checklist			
H	OSAA/OSACOM (Fixed Wing) Checklist			
I	Air Traffic Service (ATS) Checklist			
	TOTAL			

NOTES:
1. Accurately compute this number by subtracting the questions noted as *N/A* from the total number of questions in each/the Section. Also consider adjustments necessary when asking a reduced number of questions in each section/subsection.
2. Apply *Percentage of Yes Responses* as noted below.

A **70**% score is normally considered a minimum *Army* standard.
A **80**% score is normally considered a minimum *Army Aviation* standard.
A **85**% score is considered the minimum threshold for a low-risk operations by certain FORSCOM-administered programs.
A **90**% score is normally considered in the range of factors applicable to APIC, the *Malcolm Baldrige National Quality Standard*, and like hallmarks of excellence in Quality and Customer Service.

APPENDIX C
Surveyed Facility Operational Analysis Worksheet

This Appendix is to be completed by the Surveyed Facility (Team), and forwarded to the Surveying Team at least 15 working days prior to commencement of the survey. Information gleaned from this Appendix shall be used by the Surveying Team to prepare for the survey (by adjusting Team member composition, reviewing applicable references, etc.) in addition to any preparation required by the Surveyed Team (locating required records, ensuring key members of the Surveyed Team are available, all areas are readily accessible, etc.). The sharing of the information in this Appendix is intended to smooth the flow of information between teams, and maximize the benefit of the survey.

C-1. What is the assigned versus authorized strength of Commissioned Officers, Warrant Officers, Enlisted, and other personnel (for the surveyed Facility and its supported Units)?

	No. Authorized	**No. Assigned**	**% of Authorized**
Facility (Total)			
Commissioned Officers*			
Warrant Officers*			
Enlisted personnel*			
Technicians*			
Other (e.g., Contractors)*			
Supported Units (Total)			
Commissioned Officers			
Warrant Officers			
Enlisted personnel			

Note: Asterisked personnel shall be noted as reflected on the Manning Document/Table of Distribution and Allowances (TDA)/Modified Table of Organization and Equipment (MTOE) for the Facility (e.g., if the AASF Commander is indicated on the Manning Document as a GM-14, despite their collar/prerequisite rank of LTC, reflect the Commander as a Technician. Active Guard and Reserve [AGR] personnel are always indicated by their military rank, as indicated on the Manning Document/TDA/MTOE).

C-2. Identify personnel shortages that affect the Facility mission.

C-3. What percentage of assigned personnel is Military Occupational Specialty (MOS)-qualified (MOSQ)?

a. Are the TDA/MTOE-authorized Safety positions filled with qualified safety personnel, IAW AR 385-95, paragraph 1-4j(3)? If not, what steps have been taken to satisfy this requirement?

b. Does the ASO work directly for, and are they rated by, the Facility Commander, IAW AR 385-95?

C-4. What is the experience level (months/years total in service, and months/years in job), and of key personnel (e.g., Facility Commander, Operations Officer, Maintenance Officer)?

C-5. List the following key personnel by numbers:

Instrument Examiners (IEs)	
Standardization Pilots (SPs)	
Instructor Pilots (IPs)	
Unit Trainers (UTs)	
Maintenance Test Pilots (MPs)	
Maintenance Examiners (MEs)	

C-6. List the number of Aviators and Aircrewmembers with more than five years experience or more than 1000 hours of flight time.

C-7. List all Aviators by Readiness Level (RL):

Consideration	No. RL	No. Assigned	% RL
RL 1			
RL 2			
RL 3			
Night Vision Goggle (NVG) Current (Other than Night Vision Device [NVD])			
NVD Current			

If applicable, also list Aircrewmembers by each category.

C-8. List the numbers of aircraft supported by Mission/Design/Series (M/D/S) (e.g., "AH-64A = 20, UH-60L = 6, C-12R = 1"):

C-9. Has the Facility experienced a significant change in organizational structure, type of aircraft supported, or Operations Tempo (OPTEMPO)? If *Yes*, explain. (e.g., "The main supported unit exchanged their UH-1s for UH-60s four months ago." or, "Forest fires in the state have mandated Emergency State Active Duty for most of the supported unit's pilots and all of the facility's IPs since 6 July.")

C-10. What were the actual flying hours of the Facility (may be broken down to supported unit) compared to the authorized flying hour program over the past year?

Hours	Requested	Authorized	Actual Flown	% of Authorized
Facility				
Supported Unit(s)				

Add additional rows as necessary for each supported unit (if supplying such numbers).

C-11. How many aircraft mishaps, as reported on DA Forms 2397-AB-R (Abbreviated Aviation Accident Report [AAAR]) have occurred in the preceding 12 month period, by category?

Class	A	B	C	D	E	F
Number						

Reference AR 385-40 (Accident Reporting and Records), and DA Pam 385-40 (Army Accident Investigation and Reporting).

C-12. How many ground accidents, as reported on DA Forms 285-AB-R (U.S. Army Abbreviated Ground Accident Report [AGAR]), have occurred in the preceding 12-month period?

Class	A	B	C	D	E
Number					

Reference AR 385-40 and DA Pam 385-40.

C-13. How many DA Forms 2696-R (Operational Hazard Report [OHR]), have been processed by the Facility in the preceding 12-month period? Were the OHRs processed expeditiously (as required by AR 385-95 and AR 385-10 [The Army Safety Program])?

C-14. Are any observations/deficiencies noted (see question C-13 above) the result of inadequate, un-requested funding (reference NGR 385-10)?

C-15. Are available funds (such as AMSCO 519892.HI [Safety], Class III [POL], and Class IX [Repair Parts]) properly managed?

C-16. What percentage of each Appendix F section in the ASAAPS Checklist shall be asked/answered (reference paragraph 3-5d of this document)?

APPENDIX D
Entrance Briefing Format

D-1. Have Surveyed Facility give a briefing to include:

a. Mission.

b. Organization.

c. Strength.

d. Significant Events.

e. Challenges.

D-2. (Surveying) Team Chief Briefing.

a. Introduction.

b. Purpose of Survey visit.

(1) Collect and share information.

(2) Provide staff assistance.

(3) Identify areas requiring additional emphasis.

c. Explain conduct of Survey.

(1) Use of checklist(s), to include percentage of Appendix F sections of the ASAAPS Checklist, to be asked/answered.

(2) Findings.

(a) Observations.

(b) Opportunities for Improvement (OIs).

(3) Rating – ***NO*** rating is given by the Surveying Team. They surveyed facility may use Appendix B of this document for local-use-only self-ratings.

(4) Exit Briefing.

(a) Establish time and place.

(b) Introduce Team members.

D-3. Go to work.

APPENDIX E
Conducting an Aviation Support Activity Accident Prevention Survey (ASAAPS)

E-1. Dress in Class C uniform (i.e., Nomex® flight suits for aircrewmembers, or fatigues) for military personnel; or appropriate civilian attire for civilian personnel, during the Survey.

E-2. ASAAPS Surveying Teams may vary in their membership, and the Surveying Team Chief shall determine which team member(s) perform/apply their respective sections of the ASAAPS Checklist(s). The various sections in Appendix F of this regulation are typically surveyed by the following corresponding Surveying Team members:

ASAAPS Appendix F Section	**Surveying Team Member Discipline**
Airfield/Facility Data	Operations*/Safety
Operations	Operations/Flight Operations
Weather	Weather/Flight Operations
Aviation Safety Management	ASO*
POL Facilities and Operations	POL
ALSE	ALSE*
Aviation Medicine	Flight Surgeon
Aircrew Training Program	Training*/Operations
Aircraft Operations	Operations/Training
Maintenance	Maintenance*
Maintenance Test Pilot Program	MP/Maintenance/Operations
Occupational Safety and Health Administration (OSHA) Requirements/Work Area Criteria	Safety/Industrial Hygiene (IH)/Occupational Health (OH)

*Recommended minimum functional ASAAPS Team members. SAAOs shall determine maximum Team size based on funds available. In no event should the number of Surveying Team members exceed 12 persons.

E-3. Positive attitude by all Team members is required to make these surveys successful.

E-4. Take the time necessary. Although App K of this regulation cites in example a three-day survey, there is no minimum or maximum time implied for conduct of the survey.

E-5. Burden of proof is on the Survey(ing) Team.

E-6. No conflicts, resolve any problems quietly and professionally.

E-7. Be specific in your write-ups and no general statements relating to OIs.

E-8. When an OI is surfaced:

a. Discuss the write-up.

b. If available, point out the requirement in the appropriate publication.

c. Write-up item with appropriate reference.

d. If corrected on the spot, indicate at the end of the write-up.

e. There is no quota on write-ups.

f. If no write-ups are noted, so indicate.

g. If an individual should be recognized for outstanding performance, state so.

h. Don’t let opinions become an issue during the survey.

i. Each Team member is responsible for their write-ups (accuracy, etc.).

E-9. Make copies of your write-ups for distribution as follows:

a. Each Team member: Provide a copy to your host (the Surveyed Team) counterpart.

b. Provide a copy of the write-ups to the Survey Team Chief for consolidation.

E-10. Resolve any conflicts at the lowest possible level, and let there be no surprises at the Exit Brief. Team Chief will resolve any conflicts that cannot be resolved by the individual Team member(s).

E-11. A critique, written in memorandum format and beyond the scope of information provided in the report format shown in Appendix F of this regulation, may be provided to the Commander of the surveyed organization, to be completed and forwarded to Chief, NGB, ATTN: NGB-AVS-SA (ASAAPS), 111 South George Mason Drive, Arlington, VA 22204-1382.

APPENDIX F
ASAAPS Checklist Format

The ASAAPS Checklist is available on-line and provides in-depth instructions for performance of an ASAAPS to include: a) Step-by-step detailed questions; b) discussions to focus the surveillance of each question; c) a Reference/Authority for the question; and d) specific queues for responses. This appendix (including Appendices G, H, and I) in this regulation differ from the ASAAPS Checklist in format. Only general subject areas and the references typical to each are cited herein. Reference the ASAAPS Checklist for detailed questions, discussion, reference/authorities, and response queues.

Section 1: Airfield/Facility Data.

F-1. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. The construction and condition of the runways, parking and adjoining areas of the airfield.
b. Tiedown and mooring provisions.
c. Foreign Object Debris (or Damage)(FOD) considerations.
d. Obstacle clearances.
e. Maintenance of facilities.
f. Fire services.

Section 2: Operations.

F-2. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. Written orders.
b. Staff responsibilities.
c. Standing Operating Procedures (SOPs) for all functional areas.
d. Pre-accident plans.
e. Risk management and briefings.
f. Command and control.
g. Fire fighting equipment and personnel.
h. Flight Operations/Mission Planning areas.
i. Publications.
j. Files management.

Section 3: Weather.

F-3. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. Weather report availability.
b. Severe weather plans.
c. Post-accident actions.

Section 4: Aviation Safety Management.

F-4. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. The Accident Prevention Plan.
b. The Commander's Accident Prevention Philosophy memorandum.
c. Qualifications and training of the ASO and Aviation Safety Noncommissioned Officer (NCO) (ASNCO).
d. Performance and duties of the ASO.
e. The Safety SOP.
f. Risk Management integration.
g. Administration of the Safety program.
h. The Safety Council.
i. Safety education.
j. Safety records.

(Paragraph F-5 and subsequent Appendix F text continued on next page.)

Section 5: POL Facilities and Operations.

F-5. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. POL SOP.
b. POL facilities.
c. Forward Arming Refueling Equipment (FARE)/Forward Arming and Refueling Point (FARP) procedures.
d. Fire fighting preparedness.
e. POL training.
f. POL records and files.
g. Personal Protective Clothing and Equipment (PPCE).
h. POL equipment.
i. Refuel vehicles.
j. POL inspections.
k. POL storage.
l. POL emergency considerations.

Section 6: Aviation Life Support Equipment (ALSE).

F-6. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. ALSE.
b. ALSE training for ALSE personnel.
c. ALSE training program.
d. ALSE documentation.
e. Use of ALSE.
f. ALSE facilities.
g. ALSE materiel management.
h. Use of ALSE.
i. NVD system usage.
j. NVD maintenance.

Section 7: Aviation Medicine.

F-7. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. Flight Surgeon orientation.
b. Fitting of ALSE.
c. Flight Surgeon participation in aircraft accident investigations.
d. Chain of custody requirements (post-accident).
e. Dosimetry programs.
f. Aircrewmember medical evaluations.

Section 8: Aircrew Training Program (ATP).

F-8. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. Newly-assigned aircrewmember orientation.
b. Annual Proficiency and Readiness Test (APRT).
c. RL progression training.
d. ATP.
e. Refresher training.
f. Crew coordination.
g. Individual Flight Records Folder (IFRF).
h. Standardization Committee functions.
i. IP/SP designations.
j. Currency requirements.
k. Aircrew qualifications.

Section 9: Aircraft Operations.

F-9. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. Aircraft publications.
b. Checklist usage.
c. Ground handling/signals.
d. Aircraft grounding.
e. Aircraft securing.
f. Personnel training/qualifications.

Section 10: Maintenance.

F-10. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. Aircraft maintenance procedures.
b. Time Between Overhaul (TBO) management.
c. Controlled exchange.
d. Personnel orders.
e. Weight and balance.
f. Calibration.
g. Sign-off authority.
h. Equipment operators qualifications.
i. Aircraft inspection records.
j. Aircraft historical records.
k. Records maintenance.
l. Operational Readiness Float (ORF).
m. Quality Control (QC).
n. Quality Deficiency Reports (QDRs).
o. Non-destructive inspections.
p. Ground Support Equipment (GSE).
q. Avionics.
r. Shop operations.
s. Batteries.
t. Tool control.
u. FOD.

Section 11: Maintenance Test Pilot Program.

F-11. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. Maintenance Test Flight (MTF) training.
b. Checkrides.
c. Individual Aircrew Training Folders (IATFs).
d. Commander's Task Lists (CTLs).

Section 12: Occupational Safety and Health Administration (OSHA) Requirements/Work Area Criteria.

F-12. **Evaluate the following** (utilizing the references in The ASAAPS Checklist, Appendix A):

a. Health hazards inventory.
b. Written standards.
c. Engineering controls.
d. Air sampling.
e. Material Safety Data Sheets (MSDSs).
f. Medical examinations.
g. Training in OSH standards.
h. Eye hazards.
i. PPCE.
j. Health education.
k. Audiograms.
l. Noise.
m. Walking/working surfaces.
n. Ladders.
o. Fall protection.
p. Means of egress.
q. Lighting.
r. Stairs.
s. Smoke alarms.
t. Flammable storage.
u. Fire extinguishers.
v. Spray painting.
w. Electrical.
x. Dip tanks.
y. Respirators.
z. FOD.
aa. First aid.
bb. Fire protection.
cc. Compressed gasses.
dd. Material handling and storage.
ee. Multi-piece wheels.
ff. Powered industrial trucks.
gg. Overhead cranes.
hh. Machinery and machine guarding.
ii. Hand tools.
jj. Jacks.
kk. Welding.
ll. Battery charging.
mm. Eye washes.

APPENDIX G
Reconnaissance and Interdiction Detachment (RAID) Checklist

G-1. **Evaluate the following** (utilizing the references in the ASAAPS Checklist, Appendix A):

a. Aircraft maintenance support.
b. Flight records.
c. Operational support.
d. ALSE support.
e. RAID ASO functions.
f. Pre-accident plans.
g. Mission approval authority.
h. Risk management.
i. ATP.
j. CTLs.
k. Mission qualification.
l. Law Enforcement Officer (LEO) training.
m. Aircrew coordination.
n. Memorandums of Understanding (MOUs)/Memorandums of Agreement (MOAs).

APPENDIX H
OSAA/OSACOM (Fixed Wing) Checklist

H-1. **Statistics and Operational Analysis.**

a. What were the actual flying hours of the Unit compared to the projected flying-hour program over the past year?

Actual Flying Hours	
Projected Flying Hours (from past year)	
Percentage of Difference (+ or -)	

b. What position vacancies are considered critical to mission accomplishment?

(1) How long have the vacancies existed?

(2) What steps have been taken to fill them?

H-2. **Evaluate the following** (utilizing the references in the ASAAPS Checklist, Appendix A):

a. Emergency action plan.
b. Safety management.
c. Accident prevention surveys.
d. OHRs.
e. HAZLOGs.
f. Safety council.
g. Training.
h. Operations.

APPENDIX I
Air Traffic Services (ATS) Checklist

I-1. **Evaluate the following** (utilizing the references in the ASAAPS Checklist, Appendix A):

a. Air Traffic Control (ATC) administration/operations.
b. Flight physicals.
c. Training records.
d. Licensure.
e. Weather briefings.
f. Ratings.
g. Maintenance.
h. Weather observations.
i. Post-accident actions.
j. Safety procedures.

APPENDIX J
Exit Briefing Format

J-1. Team Chief Briefing.

a. Explain conduct of the Exit Briefing.

(1) Each Team member:

(a) Brief.

(b) Answer questions.

(c) Give copy of completed checklist (sections) to the Commander.

(2) Explain that this is the time and place to ask any questions or request clarification on any subject before the findings are put into a formal report. What you are briefed here is what will be in the report (no surprises).

(3) Explain Survey Results (report) channels and distribution of Results.

(a) One (electronic) copy directly to NGB-AVS-SA for statistical analysis/data entry.

(b) One copy directly to Commander/Supervisor of surveyed facility (for subsequent forwarding to the SAAO).

(c) A copy of the Survey may be retained by the Surveying team.

J-2. Team member briefings.

J-3. Team Chief.

a. General comments.

b. Questions.

J-4. Conclusion.

APPENDIX K
Sample Survey Results (Report)

MEMORANDUM THRU Commander, Army Aviation Support Facility for XXXXXX

FOR: State Army Aviation Officer, XXXXXX Army National Guard

SUBJECT: Aviation Support Activity Accident Prevention Survey (ASAAPS) Results

1. IAW NGR 385-5, an ASAAPS was conducted for the XXXXXX AASF during the period of 11-13 November 2001.

2. The ASAAPS Surveying Team consisted of:

LTC William Boeing – Team Chief/XXXXX Facility Commander
MAJ Donald Douglas – Operations Officer
MAJ Igor Sikorsky – State Safety Specialist
CPT Jack Northrop – Maintenance Officer
CW5 Alfred Cargen – Aviation Safety Officer
CW4 Lawrence Burbank – Supervisor Instructor Pilot
CW2 Howard Hughes – Logistics/Supply/POL Officer
MSG Billy Mitchell – Flight Operations Specialist
SSG Bob Hoover – ALSE Specialist

3. The Team accomplished the survey by interviewing personnel, reviewing records and reports, and conducting an on-site visit to all shops, facilities, and associated structures. The following *Observations* and *Opportunities for Improvement (OIs)* were noted.

4. Operational Analysis.

a. Observations.

(1) The Maintenance manning level is excessively low with 35 of 65 positions filled.

(2) There were 18 ground-related injuries at the AASF during the past 12 months. Several Technicians are getting injured repeatedly. Back injury was the most prevalent, while eye injury followed (reference noted DA Forms 285).

b. OIs. None.

5. Aviation Safety Management.

a. Observations. Pre-Accident Plan – suggest adding, "The ASO, in conjunction with the Aircraft Maintenance Officer, will determine the classifications of the accident." (AR 385-95, Appendix B).

b. OIs.

(1) An Aviation Safety Council has not been designated in writing. (AR 385-95, NGR 385-10.)

(2) No formal Aviation Safety meetings for Aviators, Crewmembers, or Maintenance personnel had been conducted. (AR 385-95.)

(3) The AASF had not established a Foreign Object Damage Program. (AR 385-95.)

(4) The ASO was not maintaining required accident data. (AR 385-95.)

6. Operations and Training.

a. Observations. None.

b. OIs.

(1) Sufficient quantities of required publications are not being received by the Facility.

(2) Two full-time and one part-time Examiners are available for 80 Pilots. Ratio is approximately one-to-26. IE's records do not show a separate IE evaluation per ATM requirement. During a two-month period, three IFR flight plans were filed. Two of the three were by full-time IPs. Instrument tasks listed in the program are not in alignment with current ATMs.

(3) The NOE SOP is severely out-of-date. Reference is made to deleted FM 1-1. SOP does not provide for NOE without Command and Control aircraft. SOP does not address NVD operations.

7. Maintenance.

a. Observations. The Aviation Maintenance Senior NCO, 1SG Wiley Post, is to be lauded for his initiative in emplacing waste fuel/FOD bins throughout the flight line area. These locally manufactured bins have significantly reduced FOD on the flight line, and their placement encourages use by aircrews.

b. OIs.

(1) Written authority is required to place delayed maintenance entries on DA Forms 2408-14. Numerous entries noted lacked supervisory authority and are questionable. Any maintenance fault that indicates limitations or incorrect warning systems should not be delayed. (DA Pam 738-751.)

(2) There is inadequate storage for repair parts, which causes a hazard in the shop area due to clutter (TM 1-1500-204-23-1.)

8. Maintenance Test Pilot Program.

a. Observations. The MP training records for FY 01 are not available in the IATF.

b. OIs. None.

9. POL Facilities and Operations. No Comments.

10. Airfield Data.

a. Observations. None.

b. OIs.

(1) The AASF presently has the capability to park and launch only two of their assigned aircraft simultaneously. The normal 70 percent availability of aircraft would require 11 pads, disregarding parking for visitors and transients. (TM 5-803-7.)

(2) Water is pooling and standing on certain areas of the ramp, creating ice hazards in winter and deteriorating the ramp surface. (TM 5-803-7.)

11. Life Support Equipment.

a. Observations. None.

b. OIs.

(1) Inspection and maintenance requirements for helmets and survival vests have not been implemented. (FM 1-508.)

(2) Test equipment for PRC-90 radios are not available. (FM 1-508.)

12. Aviation Medicine.

a. Observations. The Flight Surgeon is not assigned to the vacant position in the major tenant aviation unit and does not drill with them.

b. OIs. The Flight Surgeon does not regularly attend nor participate in Safety Council meetings. (AR 385-95.)

13. OSHA Requirements.

a. Observations. None.

b. OIs. Food and beverages were noted on several of the toolboxes on the hangar floor. (29 CFR 1910.147.)

(Signature)

(Team Chief
Signature Block)

Attachment.
Distribution:

Appendix L
ASAAP Surveying Team Debrief

This debrief will be completed by the Surveying Team Chief, and submitted to NGB-AVS-SA NLT 15 working days after completion of the survey. This data will be used by NGB-AVS-SA in Annual Budget construction and justification, the performance of budget reconciliation, validation of survey results, and scheduling (subsequent) surveys or follow-on activities (reference paragraph 3-2 of this regulation).

ASAAPS Mission No. (this block for NGB-AVS-SA use only)**:**	

L-1. Facility being surveyed:

a. Name of Facility (e.g., "AASF For Utah")	
b. City Nearest Facility (e.g., "West Jordan, UT")	

L-2. Surveying Team Member information:

a. Home Station:	
b. Unit Identification Code (UIC) of Surveying Team Chief:	

c. Surveying Team Members/Positions/Qualifications/Experience:

Team Member Rank/Name		**Position**	**Qualifications**	**School-Trained**		**Experience in Discipline**	
Rank	**Name**			**Yes**	**No**	**Yrs**	**Mos**

d. Surveying Team POC	**Telephone No.**

L-3. Travel Information.

a. Data of travel to survey site:	
b. Survey start date:	
c. Survey end date:	
d. Date of return to home station/End of Mission (EOM):	

L-4. Cost information.

a. Cost to Surveying Team* (includes Travel, per diem, and M-day pay for M-day Surveying Team members):	**$**

b. Is the survey site in an area that is subject to fluctuations in cost of lodging such as a resort/vacation area? (Check One)			**Yes**		**No**	
c. If *Yes* to Question L4b above, when does the *off-peak* season begin and end?	**Begin Date**		**End Date**			

*Include the costs from L-5d below.

L-5. Method of travel to survey site:

a. Government Air?			**Yes**	**No**	
b. Government Vehicle?			**Yes**	**No**	
c. POV?	**Yes** (Indicate total mileage)			**No**	
d. Commercial Air?	**Yes** (Indicate total ticket cost)	**$**		**No**	

GLOSSARY

Section I
Abbreviations (including Acronyms and Initialisms)

AAAR
Abbreviated Aviation Accident Report

AAPP
Aviation Accident Prevention Plan

AAPS
Aviation Accident Prevention Survey

AASF
Army Aviation Support Facility

AATS
ARNG Aviation Training Site

AGAR
Abbreviated Ground Accident Report

AGR
Active Guard/Reserve

ALSE
Aviation Life Support Equipment

AMC
Air Mission Commander

APIC
Army Performance Improvement Criteria

APRT
Annual Proficiency and Readiness Test

AR
Army Regulation

ARMS
Aviation Resource Management Survey

ARNG
Army National Guard

ASNCO
Aviation Safety Noncommissioned Officer

ASO
Aviation Safety Officer

ATC
Air Traffic Control

ATM
Aircrew Training Manual

ATP
Aircrew Training Program

ATS
Air Traffic Services

AVCRAD
Aviation Classification and Repair Alteration Depot

AVIM
Aviation Intermediate Maintenance

AVUM
Aviation Unit Maintenance

CFR
Code of Federal Regulations

CLR
Command Logistics Review

CLRP
Command Logistics Review Program

CNGB
Chief National Guard Bureau

COMET
Command Maintenance Evaluation Team

CTC
Combat Training Center

CTL
Commander’s Task List

DA
Department of the Army

DoD
Department of Defense

DOL
Department of Labor

EAATS
Eastern AATS

EOM
End of Mission

FARE
Forward Area Refueling Equipment

FARP
Forward Army and Refueling Point

Facsimile

FOD
Foreign Object Debris (or Damage)

FORSCOM
(U.S. Army) Forces Command

FWAATS
Fixed-Wing AATS

FY
Fiscal Year

GSE
Ground Support Equipment

HAAATS
High Altitude AATS

HAZLOG
Hazard Log

IATF
Individual Aircrew Training Folder

IAW
In Accordance With

IE
Instrument (Flight) Examiner

IFR
Instrument Flight Rules

IFRF
Individual Flight Records Folder

IH
Industrial Hygiene

IP
Instructor Pilot

LEO
Law Enforcement Officer

LOI
Letter of Instruction

M/D/S
Mission/Design/Series

ME
Maintenance Examiner

MOA
Memorandum of Agreement

MOS
Military Occupational Specialty

MOSQ
MOS-Qualified

MOU
Memorandum of Understanding

MP
Maintenance (Test) Pilot

MSDS
Material Safety Data Sheet

MTF
Maintenance Test Flight

MTOE
Modified Table of Organization and Equipment

NCO
Non Commissioned Officer

NG
National Guard

NGB
National Guard Bureau

NG Pam
National Guard Pamphlet

NGR
National Guard Regulation

NLT
No Later Than

No
Number

NOE
Nap-of-the-Earth

NVD
Night Vision Device

NVG
Night Vision Goggle

OH
Occupational Health

OHR
Operational Hazard Report

OI
Opportunity for Improvement

OPCON
Operational Control

OPTEMPO
Operations Tempo

ORF
Operational Readiness Float

OSAA
Operational Support Airlift Agency

OSACOM
Operational Support Airlift Command

OSH
Occupational Safety and Health

OSHA
Occupational Safety and Health Administration

Pam
Pamphlet

PC
Pilot-in-Command

PI
Pilot

POC
Point of Contact

POL
Petroleum, Oil and Lubricants

POV
Privately Owned Vehicle

PPCE
Personal Protective Clothing and Equipment

QC
Quality Control

QDR
Quality Deficiency Report

RAID
Reconnaissance and Interdiction Detachment

RAPS
Regional Accident Prevention Survey (superseded term)

RCAS
Reserve Component Automation System

RL
Readiness Level

SAAO
State Army Aviation Officer

SOH
Safety and Occupational Health

SOP
Standing Operating Procedure

SP
Standardization (Instructor) Pilot

SPC
Statistical Process Control

TAMMS-A
The Army Maintenance Management System - Aviation

TBO
Time Between Overhaul

TDA
Table of Distribution and Allowances

UIC
Unit Identification Code

UT
Unit Trainer

USAAC
U.S. Army Aeromedical Center

WAATS
Western AATS

Section II
Terms

Abate
To eliminate or reduce an OSH hazard by complying with OSH standards criteria or taking equivalent protective measures. (Reference AR 385-10)

Aircrew Training Manual (ATM)
An Army publication that contains training requirements for Army flight crewmembers and programs for qualification, refresher, mission, and continuation training in support of the aircrew training program. (Reference AR 385-95)

Army Aviation Support Facility (AASF)
a. An activity of the State staffed with military Technicians/AGR personnel that is responsible for ARNG aviation operations, including support of aviation training and maintenance of supported unit's aircraft. This maintenance support is accomplished through the use of an MTOE parent unit as augmented by selected teams and equipment that provide the necessary maintenance activity.
b. Provides AVUM maintenance support for supported unit's aircraft and allied equipment within its capability and upon approval of the supporting AVCRAD, it may provide AVIM level repairs. (Reference NGR 95-1)

Army National Guard Aviation Training Site (AATS)
A centralized aviation training facility staffed and operated by ARNG military Technician/AGR personnel. It is designed to provide individual crewmember training on aircraft systems which TRADOC does not offer or has insufficient quotas to meet ARNG requirements. (Reference NGR 95-1)

Aviation Accident Prevention Program (AAPP)
Established procedures designed for Commanders who control aviation assets that will safeguard and preserve human life and United States property. (Reference AR 385-95)

Aviation Classification and Repair Activity Depot (AVCRAD)
A non-divisional maintenance activity staffed with ARNG military Technicians/AGR personnel that is established to provide designated depot, AVIM, and backup AVUM for ARNG aircraft and allied equipment on an area basis. It is also authorized to continue that maintenance support that was constituted under the four levels of maintenance concept (general support). The TDA parent unit, as augmented by selected equipment, will provide the maintenance capability required. (Reference NGR 95-1)

Aviation Life Support Equipment (ALSE)
Equipment designed to provide for the maximum functional capability of flying personnel appropriate for the mission, terrain, and climatic conditions along the planned route of flight. In the event of an accident, the equipment provides a means to enhance safe and reliable escape, survival, and recovery in combat and emergency situations. (Reference AR 385-95)

Aviation Safety Officer (ASO)
An Army Officer, DA civilian or contractor with the skill qualification of safety and designated by the Commander for the purpose of managing the Commander's Aviation Accident Prevention Program. This officer shall have no other duties not related to safety. (Reference AR 385-95)

Calibration
The comparison of a measurement system or device of unverified accuracy to a measurement system or standard of known greater accuracy to detect and correct any variation from the required performance specification of the unverified measurement system or device. (Reference TB 750-25)

Commander
For this regulation, the term Commander applies to the individual responsible for the personnel and equipment of a military unit or facility. (Reference AR 385-95)

Countermeasure
A control developed in the Risk Management process to reduce an assessed hazard. Although a countermeasure may be emplaced prior to undertaking the activity, it may also be developed as a response to a present-and-contributing (or noncontributing) factor in an accident investigation. (Also see Promeasure.)

Flight Surgeon
A Medical Officer who has graduated from the U.S. Army Aeromedical Center (USAAC) Aviation Medicine Course. Graduates from other military courses in aviation medicine must receive USAAC approval. References to Flight Surgeons include USAAC-trained Aeromedical Physician's Assistants. (Reference AR 385-95)

Foreign Object Damage (FOD)
Any damage to, or malfunction of, an aircraft caused by some alien material. (Reference AR 385-95)

Hazard
Any actual or potential condition that can cause injury, illness, or death of personnel, damage to or loss of equipment, property, or mission degradation. (AR 385-10)

Industrial Hygiene (IH)
That science and art devoted to the recognition, evaluation, and control of those environmental factors or stresses, arising in or from the workplace, which may cause sickness, impaired health and well being, or significant discomfort and inefficiency among workers. (Reference TB Med 503)

Instructor Pilot (IP)
An Aviator with a skill qualification to conduct training and evaluation of Pilots and Unit Trainers in designated aircraft and to promote safety among Aviators. Training and evaluation include aircraft operation, qualification, unit tactical employment, visual and instrument flight, and crew performance. (Reference AR 385-95)

Mission
Flight or series of flights (sorties), conducted to accomplish a specific task or series of tasks in support of the unit's approved mission statement. Each mission is assigned to a designated Pilot-in-Command (PC) and/or Air Mission Commander (AMC). (Reference AR 385-95)

Near Mid-Air Collision
Has occurred when, in the opinion of the PC, the safety of an airborne aircraft was jeopardized by the hazardous proximity of another airborne aircraft, not a member of the same flight. The following criteria are used to determine hazardous proximity:

a. Collision avoidance was due to chance rather than an act of either pilot;
b. a collision would have resulted if no action had been taken by either pilot; or
c. a situation involving an estimated distance of less than 500 feet. (Reference AR 385-95)

Risk
Chance of hazard or bad consequence. The probability of exposure to chance of injury or loss from a hazard. Risk level is expressed in terms of hazard probability and severity. (Reference AR 385-10)

Risk Assessment
Steps one and two of the Army's Risk Management Process – identification and assessment of potential loss in terms of hazards. An identified hazard is assessed to determine the risk (both the probability of occurrence and resulting severity) of an incident due to the presence of the hazard. (Reference AR 385-10)

Risk Management
The process of identifying, assessing, and controlling risk arising from operational factors and making decisions that balance risk cost with mission benefits. (Reference AR 385-10)

Safety Council
A membership of selected personnel from the unit/Facility, designated in writing, by the unit/Facility Commander for the purpose of advising the Commander on the status of safety within the unit/Facility and to recommend control options for improving safety. The council will meet on a regular basis as specified by AR and the Commander. In aviation units, safety councils are specified as Command Safety Council or Enlisted Safety Council. Because of organizational structure, Facilities often combine both councils.

Severity
The expected consequence of an event (hazardous incident) in terms of degree of injury, property damage, or other mission impairing factors (loss of combat power, etc.) that could occur. (Reference AR 385-10)

Standardization Instructor Pilot (SP)
A qualified IP designated by the Commander, in writing, to train and evaluate IPs, UTs, Pilots, and other SPs. (Reference AR 385-95)

State Army Aviation Officer (SAAO)
A commissioned Officer rated as an Army Aviator on current NGB Aviation Service Orders, who may be a National Guard military Technician/AGR. They occupy a special staff position in the State/Territory headquarters and is directly responsible to the State/Territory Adjutant General for the establishment and staff supervision of the ARNG aviation programs within the State/Territory, except for the AVCRAD and AATS. (Reference NGR 95-1)

Section III
Special Abbreviations (including Acronyms and Initialisms) and Terms

ASAAPS
Aviation Support Activity Accident Prevention Survey

Promeasure
A control developed in the Risk Management process to reduce an assessed hazard that differs from a Countermeasure in its formulation. Promeasures are purely proactive in nature, and may entail some measure of abstract thought - although they are definable in logic. Control measures based upon previous accidents are countermeasures; whereas, control measures developed only through a collective experience not based on a previous accident are promeasures.

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